



DEPARTMENT OF REAL ESTATE  
DEPARTMENTAL PROMOTIONAL EXAMINATION

## SYSTEMS SOFTWARE SPECIALIST II (TECHNICAL)

CALIFORNIA STATE GOVERNMENT – EQUAL OPPORTUNITY TO ALL REGARDLESS OF RACE, COLOR, CREED, NATIONAL ORIGIN, ANCESTRY, SEX, MARITAL STATUS, DOMESTIC PARTNERSHIP, MEDICAL CONDITION, PHYSICAL DISABILITY, MENTAL DISABILITY, RELIGIOUS OR POLITICAL AFFILIATION, AGE OR SEXUAL ORIENTATION.

IT IS THE OBJECTIVE OF THE STATE OF CALIFORNIA TO ACHIEVE A DRUG-FREE WORKPLACE. ANY APPLICANT FOR STATE EMPLOYMENT WILL BE EXPECTED TO BEHAVE IN ACCORDANCE WITH THIS OBJECTIVE BECAUSE THE USE OF ILLEGAL DRUGS IS INCONSISTENT WITH THE LAW OF THE STATE, THE RULES GOVERNING CIVIL SERVICE AND THE SPECIAL TRUST PLACED IN PUBLIC SERVANTS.

**FINAL FILING DATE** July 3, 2007

**FILING  
INSTRUCTIONS**

All applicants must submit an Examination and/or Employment Application (Form Std. 678) which must be **postmarked** no later than the final filing date. Applications postmarked, personally delivered or received via interoffice mail after the final filing date will not be accepted for any reason.

**WHERE TO APPLY**

DEPARTMENT OF REAL ESTATE  
P.O. BOX 187000 Attn: LL  
SACRAMENTO, CA 95818-7000  
Testing Information: (916) 227-0802

**DO NOT SUBMIT APPLICATIONS TO THE STATE PERSONNEL BOARD**

**SPECIAL TESTING  
ARRANGEMENTS**

If you have a disability and need special testing arrangements, mark the appropriate box in Part 2 of the "Examination and/or Employment Application." You will be contacted to make specific arrangements.

**SALARY RANGE**

**\$5378-\$6864**

**ELIGIBILITY  
REQUIREMENTS**

Applicants must have a permanent civil service appointment with the Department of Real Estate or meet the criteria outlined in State Personnel Board Rules 234 or 235 as of final filing date of July 3, 2007 in order to compete in this examination.

**MINIMUM  
QUALIFICATIONS**

All applicants must meet the education and/or experience requirements for this examination by the final filing date. **NOTE:** *All applications/resumes must include: "to" and "from" dates (month/day/year), time base, civil service class titles and duties. Applications/resumes received without this information may be rejected.*

Qualifying experience may be combined on a proportionate basis if the requirements stated below include more than one pattern and are distinguished as "Either I", "Or II", "Or III", etc. For example, candidates possessing qualifying experience amounting to 50% of the required time of Pattern I, and additional experience amounting to 50% of the required time of Pattern II, may be admitted to an examination as meeting 100% of the overall experience requirement.

Experience applicable to one of the following patterns may be combined on a proportional basis with experience applicable to other patterns to meet the total experience requirements.

**Either I**

One year of experience in the California state service performing duties comparable to a Systems Software Specialist I (Technical) or a Systems Software Specialist I (Supervisory).

**Or II**

Two years of experience in the California state service performing duties comparable to an Associate Systems Software Specialist (Technical).

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**Or III**

Three years of progressively responsible experience in information technology systems study, design and programming, which shall have included responsibilities such as coding, designing, modifying, installing, evaluating and maintaining computer software. One year of experience in this pattern must include independent responsibility as a leader on systems software projects, or as a technical specialist on complex technology systems.

**POSITION  
DESCRIPTION**

Under general supervision, acts as a team leader on the more complex systems software projects and/or works independently as a high level technical specialist on the more complex systems assignments. This is the expert specialist level. **Positions are located in Sacramento.**

**EXAM INFORMATION**

**The examination will consist of a supplemental application only. In order to obtain a position on the eligible list, a minimum rating of 70.00% must be attained.**

In addition to evaluating the competitor's relative abilities as demonstrated by quality and breadth of experience, emphasis in the examination will be measured competitively, relative to job demands on each competitor's:

**Knowledge of:**

1. Information technology systems (software), programming, equipment and its capabilities and interfaces between hardware and software.
2. Electronic data processing equipment and its capabilities and interfaces between hardware and software.
3. The requirements for the installation and implementation of the most complex information technology software systems.

**Ability to:**

1. Write complex programs
2. Develop detailed program specifications
3. Analyze data and situations, reason logically and creatively, identify problems, draw valid conclusions and develop effective solutions.
4. Apply creative thinking in the design and development of methods of processing data with information technology systems.
5. Establish and maintain cooperative relationships with those contacted in the course of work.
6. Work under pressure.
7. Prepare effective reports.
8. Coordinate the activities of technical personnel.

**ELIGIBLE LIST  
INFORMATION**

A department promotional eligible list will be established for the Department of Real Estate. The list will be abolished 12 months after it is established unless the needs of the service and conditions of the list warrant a change in this period.

**VETERANS  
PREFERENCE**

Veterans Preference credit is not granted in promotional examinations.

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## GENERAL INFORMATION

**The Department of Real Estate reserves** the right to revise the examination plan to better meet the needs of the service if the circumstances under which this examination was planned change. Such revision will be in accordance with civil service laws and rules and all competitors will be notified.

**It is the candidate's responsibility** to contact the Department of Real Estate Personnel Office three days prior to the written test date if he/she has not received his/her notice.

**For an examination without** a written feature it is the candidate's responsibility to contact the Department of Real Estate Personnel Office three weeks after the application deadline if he/she has not received a progress notice.

**If a candidate's notice** of oral interview or performance test fails to reach him/her prior to the day of the interview due to a verified postal error, he/she will be rescheduled upon written request.

**Applications are available at the State Personnel Board**, local offices of the Employment Development Department and the Department of Real Estate. The Examination and/or Employment Application form (Std 678) is accessible via the Internet at <http://www.spb.ca.gov>.

**If you meet the requirements stated** on the reverse, you may take this examination. Possession of the entrance requirement does not assure a place on the eligible list. Your performance in the examination described on this bulletin will be compared against predetermined rating criteria. All candidates who pass will be ranked according to their scores.

**Examination Locations:** When a written test is part of the examination, it will be given in such places in California as the number of candidates and conditions warrant. Ordinarily, oral interviews are scheduled in Sacramento, Oakland, and Los Angeles. However, locations of interviews may be limited or extended as conditions warrant.

**Eligible Lists:** Eligible lists established by examination, regardless of date, must be used in the following order; 1) sub divisional promotional, 2) departmental promotional, 3) multi-departmental promotional, 4) service wide promotional, 5) departmental open, 6) open. When there are two lists of the same kind, the older must be used first. Eligible lists will expire in from one to four years unless otherwise stated on this bulletin.

**Promotional Examinations Only:** Competition is limited to employees who have a permanent civil service appointment. Under certain circumstances other employees may be allowed to compete under provisions of Rules 234, 235, and 235.2. State Personnel Board Rules 233, 234, 235, 235.2 and 237 contain provisions regarding civil services status and eligibility for promotional examination. These rules may be reviewed at departmental personnel offices or at the Information Center of the State Personnel Board.

**General Qualifications:** Candidates must possess essential personal qualifications including integrity, initiative, dependability, good judgment, and ability to work cooperatively with others; and a state of health consistent with the ability to perform the assigned duties of the class. A medical examination may be required. In open examinations, investigation may be made of employment records and personal history and fingerprinting may be required.

**Interview Scope:** If an interview is conducted, in addition to the scope described on this bulletin, the panel will consider education, experience, personal development, personal traits, and fitness. In appraising experience, more weight will be given to the breadth and recency of pertinent experience and evidence of the candidate's ability to accept and fulfill increasing responsibilities than to the length of his/her experience. Evaluation of a candidate's personal development will include consideration of his/her recognition of his/her own training needs; his/her plans for self-development; and the progress he/she has made in his/her efforts toward self-development.

**High School Equivalence:** Equivalence to completion of the 12<sup>th</sup> grade may be demonstrated in any one of the following ways: 1) passing the General Education Development (GED) Test; 2) completion of 12 semester units of college-level-work; 3) certification from the State Department of Education, a local school board, or high school authorities that the candidate is considered to have education equivalent to graduation from high school; or 4) for clerical and accounting classes, substitution of business college work in place of high school on a year-for-year basis.

TDD is a Telecommunications Device for the Deaf and is reachable only from telephones equipped with a TDD Device.

**TDD:** 1-800-735-2929

**From Voice Phones:** 1-800-735-2922